UNITED
NATIONS

ST

Secretariat

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10 February 1998

ADMINISTRATIVE INSTRUCTION

COMPETITIVE EXAMINATIONS FOR THE PLACEMENT OF GENERAL SERVICE AND RELATED CATEGORIES IN PARTICULAR OCCUPATIONAL GROUPS*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of defining the conditions under which staff members in the General Service and related categories may take competitive examinations for placements in particular occupational groups, promulgates the following:

Section 1

General provisions

Competitive examinations may be held from time to time in particular occupational groups for placement in the General Service and related categories, in accordance with the needs of the Organization. Specific arrangements for such examinations shall be announced through information circulars, as and when necessary.

Section 2

Eligibility

2.1 A staff member serving in the General Service and related categories may apply to take a competitive examination in a particular occupational group, provided he or she:

(a) Meets the minimum entrance criteria for that examination, as set out in the relevant information circular;

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* Personnel Manual index No. 4365.

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(b) Holds a United Nations appointment valid at least until the end of the month when the written examination is scheduled to take place;

(c) Has a satisfactory record of performance.

2.2 Staff members shall provide relevant documents, if necessary, as evidence in support of their meeting the eligibility requirements listed in section 2.1.

Section 3

Applications

Staff members who wish to submit an application shall complete the appropriate application form and submit it with all required documentation to the Office of Human Resources Management by the deadline indicated in the information circular, which shall inform them well in advance of upcoming examinations.

Section 4

Specialized board of examiners

4.1 A specialized board of examiners will be set up for each occupational group. Specialized boards will normally be composed of staff members of the Secretariat; however, staff members of the specialized agencies or outside experts may also be employed. Each specialized board will have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management and a chairperson elected by the members of the specialized board.

4.2 Every application shall be subject to review by the specialized board of examiners in order to determine whether it meets the conditions set out in this instruction.

4.3 All candidates shall be notified of the specialized board of examiners' decision regarding their application. The specialized board of examiners' decisions are final.

Section 5

Final provisions

The present instruction shall enter into force on 10 February 1998.

(Signed) Joseph E. CONNOR
Under-Secretary-General
for Management